



DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK

RECRUITMENT BULLETIN

VACANCY ANNOUNCEMENTNUMBER : FINCN/03-020SDS

OPENING DATE : 04/11/03

CLOSING DATE : 04/28/03

POSITION : Office Automation Clerk/Assistant (OA)
(This position is temporary for the summer NTE 09/30/03)

SERIES AND GRADE : GS-326-02/03/04/05

NUMBER OF VACANCIES : Four

SALARY RANGE : \$20,975 - \$34,353 per annum

ORGANIZATION : Department of the Treasury
Financial Crimes Enforcement Network (FinCEN)

DUTY STATION : Vienna, Virginia

APPLICATIONS WILL BE ACCEPTED FROM : All qualified persons

SUMMARY OF DUTIES:

Depending on the grade of the student, they may perform any or all of the following duties:

For Office Automation Clerk:

The student will operate word-processing software and computer hardware in order to produce, store, and retrieve drafts of a variety of document types (i.e., reports, memoranda, correspondence, or publication) in support of the office to which assigned. Edits and reformats electronic drafts of lengthy reports prepared by staff members. Uses computer software to also produce a variety of documents, including spreadsheets, databases, and graphics. Opens and sorts correspondence, and refers items to appropriate staff members. Answers the telephone referring callers to the requested staff member, supervisor, or appropriate individual. Takes messages for employees who are not immediately available, and provides readily available information to inquiries of a general nature. Files a variety of material including maintaining and updating directives, manuals and regulations. Performs other miscellaneous duties consisting of making copies, scheduling conference rooms and notifying participants, etc.

For Office Automation Assistant:

The student will operate word-processing software and computer hardware to produce, store, and retrieve drafts of a variety of document types, (i.e., reports, memoranda, and letters.) Uses software functions, manipulates the document's text and data so that it conforms to existing office dictation and format standards. Performs basic Internet searches on assigned subjects of limited complexity. Prepares summaries of research, indicates findings and cites references. Provides either narrative or statistical summaries of findings. Formats and edits reports and other communiqué prepared by staff members. Applies a good understanding of software functions to identify and correct extraneous, erroneous, or missing structure and information. Uses other advance functions to generate tables of contents, lists of exhibits, and to perform extensive editing functions resulting from a substantial number of draft revisions. Uses computer software to create other documents, including spreadsheets, database, and graphics. Maintains and updates a variety of directives, manuals, and regulations. Answers telephone and greets visitors. Performs miscellaneous duties such as making travel arrangements and preparing travel

vouchers; maintaining time and attendance reports; making copies; arranging for conference rooms and notifying participants of meeting dates and times, etc.

SUMMARY OF QUALIFICATION REQUIREMENTS:

This position requires the ability to type at least 40 words per minute. You must submit a statement certifying that you type this speed.

GS-2: Applicants must possess three (3) months of general experience, OR have a high school diploma or equivalent.

GS-3: Applicants must possess six (6) months of general experience OR one (1) year of qualifying education above high school OR any combination of equivalent education and experience.

GS-4: Applicants must possess one (1) year of general experience OR two (2) years of qualifying education above high school OR any combination of equivalent education and experience.

GS-5: Applicants must possess 2 (2) years of general experience OR four (4) years of qualifying education above high school OR any combination of equivalent education and experience.

Knowledge, Skills and Abilities Required:

For: GS-2/3/4/5 grade levels

1. Knowledge of various office automation software programs, tools, and techniques.
2. Knowledge of correct grammar, spelling, punctuation, capitalization, and format to accurately prepare and edit written correspondence and reports.
3. Knowledge of rules, procedures, or operations applied to clerical assignment to perform the routine, procedural work of the office, such as preparing and editing documents, maintaining files/records, making and preparing travel arrangements, screening telephone calls and visitors, and processing mail.
4. Knowledge of filing systems and procedures and the subject matter content of the materials being processed.

For: GS-5 grade level

5. Knowledge and ability to conduct basic Internet searches using query techniques.
6. Ability to develop appropriate narrative and statistical summaries of the information generated.
7. Advanced knowledge of software functions so as to be able to generate indices, tables of contents, glossaries, columns of text, and import into and export out of documents text, tables, or graphics from other software systems.

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS RECRUITMENT

BULLETIN:

Background Investigation: For you to remain in your position after selection, you must satisfactorily complete all investigations and clearances.

Drug Screening: The position which may be filled under this announcement has been identified as a Testing Designated Position under the Customs and Border Protection, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

All candidates **MUST** be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

No Relocation Expenses will be paid.

HOW TO APPLY:

All application materials MUST be postmarked by the closing date of this Recruitment Bulletin. Failure to submit all required documents and information requested may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications.

This is a multiple grade level recruitment. You are encouraged to identify specifically which grade level(s) for which you wish to be considered by indicating your choice(s) on your application package.

Please do not submit your application package in a notebook or binder with extraneous information. Applicants should provide sufficient information to enable Human Resources to properly evaluate your application against the Qualification Standards, time-in-grade, and/or time after competitive appointment restrictions.

You must submit a resume, Optional Application for Federal Employment (OF-612), or other written application format of your choice, proof of enrollment (from the Registrars Office), and the list of courses that you are currently taking. (Mandatory Submission)

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log on www.usajobs.opm.gov/OF612.htm.

Please download, complete and submit the following optional forms:

- SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at www.opm.gov/forms - then open Standard Forms and select SF181
- SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-256

While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.

SUBMIT APPLICATION MATERIALS TO:

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network
Human Resources
Recruitment Bulletin: FINCN/03-020SDS
P.O. Box 39
Vienna, VA 22183-0039**

For additional information, please call Wanda Haynes: (703) 905-3503. TDD (703) 905-3839.

NOTES: All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the recruitment bulletin number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents will not be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under this recruitment bulletin. Applications will become part of the recruitment bulletin case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.